

Statement of Assurances - IHE
ELL Technology Resource Grant
September 2007

College/University name Graceland University Address 1 University Place, Lamoni, IA 50140

In order to receive proceeds from this grant for your institution, you must provide the following assurances:

- ☒ At least one individual from the institution will have attended the May 31st technical training workshop at Heartland AEA, Johnston, Iowa or will make specific arrangements with the Department of Education to receive orientation. Contact Denny Yoshimura at dennis.yoshimura@iowa.gov. Special arrangements may include observing a classroom via PolyCom to better understand the system as demonstrated May 31.
- ☒ At least one individual from the institution will attend ONE of the ICN training sessions on the use of the PolyCom technology scheduled for October 12, 3:30-4:30 OR October 23, 3:30-4:30. A list of confirmed ICN sites is included with this e-mail.
- ☒ Institution agrees to participate in the project for a minimum of two years.
- ☒ Institution will meet the reporting requirements of the grant. See Template for Reporting Requirements.
- ☒ Institution agrees to provide technology support to ensure Video over IP equipment will work through their firewalls.
- ☒ Institution will ensure there is adequate bandwidth for Video over IP to function properly (minimum 1.5 Mbps).
- ☒ Institution will ensure that all routers are configured for proper operation of equipment purchased.
- ☒ Any purchases with costs beyond the listed prices and equipment will be born by the institution.
- ☒ **All equipment MUST be ordered by October 5, 2007.** Polycom VSX7400s (\$5100.48), 3 year Premier Service (\$905.63), Hitachi CP-X260 projector (\$868.37) and Luxor AVJ42/C5I cart (\$102.47). This is a bundle price.

Write Purchase Order to Midwest Computer Products

Fax P.O. to: Bud Carruthers

3601 West Avenue Road, Box 1065

Burlington, IA 52601

319-753-6561, x1157

319-752-7525 Fax

Your institution will be reimbursed for the cost of the PolyCom based on provisions in the contract.

Authorized Signature  date 9/17/07

Business Office (name, title, e-mail, and phone): Janice Tiffany, Vice President for Business & Accounting Services, tiffany@graceland.edu, 641 784 5120

Program Contact (name, title, e-mail, and phone): Lorrie Long, Director of Assessment, llong@graceland.edu, 641 784 5046

Tech Support (name, title, e-mail, and phone): Dennis McElroy, Director of Technology, dmcelroy@graceland.edu, 641 784 5292

A contract cannot be created without this assurance form, signed and received in the Department.

The PolyCom cannot be ordered without an approved contract.

Send the completed form with a handwritten, **ORIGINAL** signature (*no fax or e-mail*) **IMMEDIATELY** to:

Linda Choate
Iowa Department of Education
400 East 14th Street
Des Moines, IA 50319-0146